

**JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
2400 WRIGHT STREET
POST OFFICE BOX 8111
MADISON WISCONSIN 53708-8111**

**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT (MVA) NUMBER 06-76**

This position is also advertised as a technician position under Job Opportunity # 06-184.

OPENING DATE: 25 Sep 2006

CLOSING DATE: 10 Oct 2006

(Applications will not be accepted after 1600 hrs)

UNIT/LOCATION: 128 ARW, General Mitchell, Milwaukee, WI

POSITION: Supervisory Health Systems Specialist

MILITARY AFSC REQUIREMENTS: 4AXXX or 4EXXX

MINIMUM SKILL LEVEL REQUESTED: Fully qualified

AREA OF CONSIDERATION: On-board Cat 2. AGRs at the 128 ARW.

FILL DATE: 01 Oct 2006

SALARY RANGE: Pay and allowance commensurate with military pay.

MINIMUM GRADE REQUIRED: MSG/E-7

MAXIMUM EUMD GRADE: MSG/E-7

AVAILABLE UPMR GRADE: MSG/E-7

MINIMUM QUALIFICATION REQUIREMENTS

1. Member must be medically qualified IAW AFI 48-123. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Personnel ages 40 and above must have a Risk Index calculated IAW AFI 48-123. Individuals with a Risk Index exceeding 10,000 must have a stress EKG accomplished. Selected individual must have an HIV test completed within 6 months of AGR start date. Females require a pregnancy test within 30 days prior to AGR start date.
2. Members must meet physical fitness standards IAW ANGI 10-248, Air National Guard Fitness Program.
3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
4. Personnel must have sufficient retainability to permit completion of tour of duty. Can not be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.

CONDITIONS OF EMPLOYMENT

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
5. Existing ANG Promotion Policies apply.

BRIEF DESCRIPTION OF DUTIES:

Performs and directs patient management functions. Interprets communications, directives, and publications. Coordinates release of information functions. Prepares health record copies and abstracts. Coordinates release of information functions. Prepares, files, safe- guards, transfers, and retires health records. Maintains patient

locator and suspense files. Prepares, codes, and transmits clinical record cover sheets. Transcribes daily information onto charts. Transcribes physicians' orders, and prepares requests for diagnostic tests, consultations, and referrals. Performs functions to admit, discharge, and transfer patients. Compiles information and prepares reports, graphs, and charts on bed occupancy, staffing, dental health, medical care from civilian sources, and professional activities. Prepares patient related correspondence and special orders for patient assignment, reassignment, and aeromedical evacuation. Coordinates and prepares forms. Identifies and processes Line of Duty (LOD) determinations. Monitors dependents education (overseas clearance) program. Identifies, coordinates, and processes medical conditions requiring Medical Evaluation Board (MEB) proceedings. Verifies patient eligibility. Performs procedures for network referrals. Provides claims assistance and counseling to beneficiaries. Performs and manages resource management functions. Prepares financial statements and subsistence stock records. Compiles information, subsistence accounting, and prepares statistical reports. Performs market analysis and business-case analysis. Coordinates third party collection (TPC) activities and prepares necessary reports. Assists in manpower surveys and developing manpower standards. Identifies manpower standard exceptions and deviations. Screens medical records to gather data for medical audits. Analyzes workload and cost data to validate manpower requirements, and develops adjustments and projections to support clinical or mission changes. Monitors the Unit Manpower Document (UMD) to ensure requirements and funding are accurately reflected. Monitors the Unit Personnel Management Roster (UMPR) to ensure correct assignment of personnel resources. Identifies personnel staffing shortages and coordinates permanent or temporary assignment actions. Collects, maintains, prepares and analyzes Medical Expense and Performance Reporting Systems (MEPRS) data or comparable workload accounting system. Prepares budget estimates and financial plans. Monitors expenditures and obligations; analyzes financial reports and accounting and workload reporting procedures; conducts studies and internal audits. Performs and manages medical information technology functions and activities. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs.

Knowledge. Mandatory of general clerical procedures; medical terminology, regulations, and directives; medical ethics; health records administration; principles of coding; and anatomy and physiology.

Education. Completion of high school or General Education Development equivalency computers is desirable.

Training. Qualification in and possession of AFSC 4A051. Also, experience supervising a health services management function.

HOW TO APPLY

Submit a package that includes the following:

1. **Cover Letter** addressing, at a minimum:
 - A. The **military vacancy announcement** you are applying for.
 - B. Whether you are currently **AGR, technician, drill** or **active duty** status and what unit you're in.
 - C. Reason why any required documentation is not included in application packet.
2. **NGB Form 34-1** completed and **signed**.
3. **Personnel Records Review RIP**, complete and current. Other Service Components submit appropriate individual personnel information printout.
4. Current military members must submit annual service component fitness testing results. Civilians must submit documentation from physician indicating height and weight. Must be dated within 30 days of job announcement closing date.
5. Current **SF 507**, Addendum to Medical History SF 93.
6. Current **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a "3", a statement indicating that individual is Worldwide Deployable.
7. **DMA Form 181**, Ethnic Group/Race/National origin and Gender Identification (*If DMA 181 is unavailable use SF Form 181*).
8. All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

Note: Forms may be found by going to the following web site: <http://dma.wi.gov/devops/section.asp?linkid=64> .

9. Forward application to: **THE ADJUTANT GENERAL WI, ATTN: WIJS-J1-MS (AGR Air Staffing), 2400 WRIGHT STREET, MADISON, WI 53708-2572**. Applications must be mailed at applicant's own expense. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Questions regarding this announcement and the application process may be referred to DSN 724-3718/3716 or commercial (608) 242-3718/3716. Applicants are encouraged to call prior to job close date to ensure application was received; however, it is the applicant's responsibility alone to ensure that the application and all required supporting materials are complete. The application **will not be reviewed** until after the closing date. If the application is incomplete a letter will be sent to the individual indicating the reason for disqualification. All applications become the property of the J1 Office.